Executive Board Meeting 16-19  
Tuesday, November 29, 2016 @ 9:30am  
MSU Boardroom, MUSC room 201

Called to Order 9:37am  
Present: Almeida, Eom, Farah, Flowers, Nadarajah  
Late: MacDonald  
Absent: Monaco-Barnes, Oliver, Singleton-Smith  
Others Present: J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (SLDC), T. Bridgens (CLAY Coordinator), R. Zakir (Macademics Coordinator)

1. Adopt Agenda

Moved by Eom, seconded by Flowers to adopt the agenda, as presented.

Amendments:  
- Nadarajah – Add Sponsorship & Donations  
- Nadarajah – Add Closed Session

Moved by Eom, seconded by Flowers to adopt the agenda, as amended.

Passes Unanimously

2. CLAY Report – Taylor Bridgens presented

- Bridgens summarized the report.

Questions:  
- Almeida asked how the interviews worked. Bridgens responded that people would apply for certain positions but if CLAY felt that they would be a better fit elsewhere, CLAY would then ask if they would be okay placed elsewhere.  
- Eom asked how many in the final 10 didn’t have CLAY experience. Bridgens responded that there were at least four people who have done CLAY within the previous year.  
- MacDonald commended Bridgens on getting 95 applications.

3. Mac Bread Bin Report – report attached

- Nadarajah went over the report with the Board. She explained that they were reporting again as the Board asked for more detail.


- Nadarajah went over the report with the Board.

5. Macademics Report – Rohoma Zakir presented

- Zakir summarized the report.

Questions:  
- MacDonald stated that he didn’t think it was unreasonable to go over their promo budget due to the change of scope in the service.  
- Wooder stated that Zakir was doing a fantastic job. He cautioned the PTM about setting up too many sub-committees as the concept was overused and there was usually a proliferation of the executive structure.
He asked that she keep that in mind before creating a sub-committee for everything. Zakir stated that was a valid point and that she will think about it.

- Flowers asked about the live-streaming. Zakir stated that it hasn’t been done before, and that they’re working with the PNB department. MacDonald added that AVTEK does provide live-streaming for a cost.

6. **Maccess report – report attached**

- Nadarajah went over the report with the Board.

**Questions**

- Farah asked if University Affairs Committee usually hosted the Accessibility Forum. Nadarajah responded that the Committee would hold it because they didn’t have Maccess as a service, as well as that it was one of the priorities of the VP Education. She explained that having this service was a great opportunity for them to do their own work with respect to the forum as a whole. MacDonald added that UA did the forum last year because it was a policy year for the topic, and that they used the results and made recommendations from them. MacDonald stated that the PTM felt that moving forward it would be nice to hold the forum only during policy years and hold focus groups in the years in between.

- Flowers was curious about what steps were allowed for the accessibility campaign. Nadarajah responded that in regards to designing the campaign the material were approved by the comms department, and risk management approved it as well. She explained that with respect to the caution tape discussions were held with the PTM so that moving forward they should be reaching out to University partners.

- Flowers asked if the Facebook group was still being discussed. Nadarajah responded that she wasn’t sure about this.

7. **MACycle Report – report circulated**

- Nadarajah went over the report with the Board.

**Questions**

- MacDonald stated that a space heater was ordered for the space, as it was cold out there.

8. **Maroons Report – report attached**

- Nadarajah went over the report with the Board.

**Questions**

- Wooder suggested that Maroons looks into their exam wishes campaign as Alumni does something similar with a similar name. Nadarajah wasn’t sure if Maroons was doing a social media campaign, but will follow up with the PTM.

- MacDonald encouraged everyone to think about novel ideas for volunteer appreciation so that the volunteers don’t feel like they’re just free labour.

9. **Sponsorship and Donations Requests**

**Moved** by MacDonald, **seconded** by Almeida that the Executive Board approve the following sponsorship and donations committee recommendations

- $250 Donation for Kristy Yiu to contribute to expenses for the "THET" conference held in London England.
- $750 Donation to McMaster cheerleading to help cover the cost of new uniforms.
- $250 Donation to McMaster Women's Ice Hockey to cover team expenses
- $250 Donation to Megan Noonan to cover expenses for Women's Ice Hockey
- $300 Sponsorship for the Concrete Toboggan
- 45% Sponsorship in kind to AVTEK with $1000 in costs being paid directly to AVTEK to offset discount to McMaster World Congress. (Value $2368.61)

  - MacDonald went over the recommendations with the Board.
  - Farah asked how much has been given out. Also, for the cheerleading team how much does Ath and Rec give out. MacDonald responded that they have $10,000 to give out for the year and that for next term they will have around $5,000 to give out. MacDonald stated that as for Ath and Rec unless they're a varsity team they don’t receive a significant amount of funding.

**Vote on Motion**

**Passes Unanimously**

10. **Closed Session**

Moved by Eom, seconded by Flowers that the Executive Board move into Closed Session.

**Passes Unanimously**

11. **Committee of the Whole – Services**

Moved by Nadarajah, seconded by Almeida that the Executive Board move into Committee of the Whole to discuss Services that presented the previous week. (Advocacy, Diversity Services, EFRT, Elections, MAC Bread Bin)

**Passes Unanimously**

Moved by Nadarajah, seconded by Flowers that the Executive Board move out of Committee of the Whole and to Rise and Report.

**Rise and Report**

**Advocacy**

  - Nadarajah reported that the Board recommended that more thought be put into pre-planning campaigns. They wanted to remind the PTM to be more mindful of the number of campaigns in one month, and that they should be driven with outcomes versus just getting student feedback. Nadarajah reported that it was brought up that the MSU banner was return broken, and that the Board asked for the team should have a little more respect for resources.

**Diversity Services**

  - Nadarajah reported that the Board commended the team on the novel programming with respect to campaigns. The Board felt that the service was doing a good job with respect to educational components. Nadarajah reported that the Board would like to know more about the internal changes and how they were working out.

**EFRT**

  - Nadarajah reported that the Board would like to know when the EFRT Advisory Board would be meeting. The Board discussed the idea of getting funding from all campus partners as everyone uses the service. Nadarajah reported that the Board would like an update on the request for new bikes.

**Mac Bread Bin**

  - Nadarajah reported that the Board would like to see more promotions for Lockers of Love, and would like an update on the Status of the Community Kitchen.
Elections
- Nadarajah reported that the Board felt that they were doing a good job. The Board encouraged the department to think critically on how promotions were being done to educate students about upcoming referenda.

12. Action Items
a) Contract with Housing and Conference Services
- MacDonald stated that there were no updates.

13. Information and Questions
- Almeida reported that her focus group went well, and got a lot of good feedback.
- MacDonald reported that they had a meeting with the HSR yesterday. He stated that there are two more dates set for negotiations, and that the University will take a role in the next one. MacDonald reported that FYC will be hosting Marauder’s Nest, which will be pitching events to Campus Events. MacDonald reported that they haven’t been getting a lot of attendance at TwelvEighty club nights, so they will be evaluating those and hopefully have a plan for next semester.
- Scott reported that the Mitten Tree is now up and will be going on until December 15. She stated that people can decorate the tree with mitts, hats, and scarves and they will then be donated to Wesley Urban Ministries in support of their Christmas Store.
- Wooder reported that this week was the last week for Charity Ball pre-sale. The Financial Open House went well, and kudos to MacDonald for a new spin on the concept. Wooder thanked everyone in the room who participated in the Mac branding focus group. Wooder reported that Course Evaluations have begun and to please share.
- McGowan thanked everyone for their engagement over the first semester.
- Flowers reported that he will be going to the MES meeting this evening, and will bring up the discussions that were held on Sunday at the SRA meeting.
- Nadarajah reported that they are currently doing Horizons hiring, and that hopefully by the end of the week they will have a Welcome Week Faculties Coordinator, Horizons Coordinator, and Farmstand Coordinator. She added that the PTM positions will be going up in December. Nadarajah reported that she and Jess Bauman have been working together on an audit process for hiring, so they reached out to the HR Association of DeGroote and will be having someone sit in on the hiring to observe.
- Scott asked when the hiring committee list will be sent out to sign up. Nadarajah responded that it will be sent out next week.
- MacDonald reminded the Board that Eggnog was this Saturday.

14. Adjournment and Time of Next Meeting

Time of Next Meeting:

Tuesday, December 6, 2016
9:30am
MSU Boardroom, MUSC 201

Adjourned at 11:15am

/vs